

THE NETWORK

Newsletter for Foreign Service Family Members seeking employment in the Washington area
Published by the Family Liaison Office, Department of State

JUNE 2004

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NOTICE TO NETWORK RECIPIENTS

To receive notification of the most recent edition of *The Network* (including postings of last minute job opportunities):

Intranet

<http://hrweb.hr.state.gov/FLO/FLOSubscription.html>

Internet

Please send a request to FLO at
FLOASKEMPLOYMENT@state.gov

The Family Liaison Office

U.S. Department of State
Room 1239

Harry S. Truman Building
Washington, D.C. 20520-7512

(Tel) 202-647-1076

1-800-440-0397

(Fax) 202-647-1670

(Internet) <http://www.state.gov/m/dghr/flo>

(Intranet) <http://hrweb.hr.state.gov/flo/index.html>

The Network:

<http://www.state.gov/documents/organization/28131.doc>

Businesses or institutions represented in The NETWORK carry no endorsement from the Family Liaison Office or the Department of State.

ANNOUNCEMENTS

FLO's Job Seekers Network Group

The job seekers network group is for Foreign Service family members who are committed to a job search. Whether looking for Federal employment or employment outside of government, searching for a job is a challenge. Successful job searches require time, energy, information, skills, and the motivation to get started and keep going! The Network Group will serve to keep you informed of new job search information, keep you motivated, and put you in touch with colleagues also looking for work. The idea is to share information, contacts, tips, and offer support.

NEXT MEETINGS:

- **THURSDAY**, June 3rdTH 1:00 - 2:00 p.m., Conf. Rm. 1406, Main State Department building

⇒ **Topic: Self-assessment tools and tests & update on job search**

NOTE: The CDRC has a workshop at noon on that day, June 3rd, in room 1207. Topic: The Many Faces of Accomplishments

- **THURSDAY**, June 24th, 6:00 p.m. - Job Seekers Network dinner after work drinks at **TGIF** and dinner to **close off the season** at the Mexican restaurant **GUAJILLO**, 1727 Wilson Blvd., Arlington, VA (about halfway between Rosslyn and Court House. Phone: 703.807.0840) RSVP: Jenneke Fijn Van Draat, FLO 202.647.1076

FOR: Foreign Service Family Members in the process of job search in the Washington D.C. area

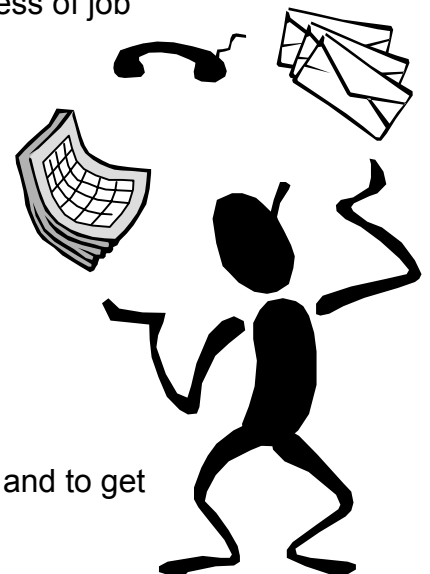
WHERE: Department of State, (C-Street entrance)
Confirm with FLO for meeting room

CONTACT: Jenneke Fijn van Draat, Employment Program Specialist

PHONE: 202-647-1076

EMAIL: FLOAskEmployment@state.gov

RSVP Please, call or email FLO for meeting details and to get your name on the list.



UPDATE OF PIT BUYBACK LEGISLATION – APRIL 2004

On March 18th, a new State Department authorization bill, S. 2144, was reported out of the Senate Foreign Relations Committee and is awaiting Senate Floor consideration. SFRC made changes to the bill to accommodate previous Floor action, and added provisions to try and move things along. The AFSA provisions, including the PIT Buyback, are back in the bill. The bill is ready to go to the Floor once again. While we are encouraged by this latest turn of events you should be aware that the election year may continue to have an impact on this and other legislation. For additional details and background on the mechanics and possible complications of getting this and other legislation passed, please sign up for AFSAnet by sending an email to member@afsa.org.

The Family Liaison Office will continue to provide updates as they become available. If you have not already done so, we encourage you to add your name to our Buyback distribution list as outlined below.

Send an email to FLOAskEmployment@state.gov as follows:

SUBJECT: PIT Buyback – Your Name

Please add my name to the distribution list for information and updates on the PIT Buyback
NAME:

CURRENT ADDRESS:

PERMANENT ADDRESS:

PERSONAL EMAIL:

BUSINESS EMAIL:

SERVICE DATES (i.e., 1989-90, 1992-95):

POST OR POSTS WHERE YOU WORKED ON A PIT APPOINTMENT:

JOB FAIRS

Note of caution: be sure to check the website BEFORE you go to the job fair! You want to make sure that it is a fair that will interest you. The companies attended are usually listed on the site so that you can do research on them in advance. And - most importantly - The site and time may have changed or the event cancelled!

JUNE 2004

Defense Systems & Information Intelligence Careers

June 6, 2004

To be held in Herndon, VA

For more info: www.intelligencecareers.com/careerfairs

Corporate Gray Job Fair

June 17, 2004

To be held in Greenbelt, MD

For more info: www.fedjobs.com/chat/jobfairs

Defense Systems & Intelligence Career Fair
June 24, 2004
To be held at ThinkingJobs.com Career Center in Herndon, VA
For more info: www.intelligencecareers.com/careerfairs/

Employment Guide Job Fair
June 2, 2004
To be held at FedEx Field in Landover, MD
For more info: www.EmploymentGuide.com

Naval District Washington-West Area Job Fair
June 11, 2004
To be held at Dahlgren Navy Base in Dahlgren, VA
For more info: www.taonline.com/careerpages/careerfairs.asp

TechExpoUSA
June 15, 2004
To be held at Hilton Hotel in Crystal City, VA
For more info: www.TechExpoUSA.com

JULY 2004

Washington Post Defense Technology Career Fair
July 20, 2004
To be held at The Ritz-Carlton in McLean, VA
For more info: www.washingtonpost.com/careerfairs

Defense Systems & Intelligence Careers
July 15, 2004
To be held at Dulles Expo Center in Chantilly, VA
For more info: www.intelligencecareers.com

AUGUST 2004

Thinking Jobs Career Fair
August 19, 2004
To be held at ThinkingJobs.com Career Center in Herndon, VA
For more info: www.intelligencecareers.com

SEPTEMBER 2004

Employment Guide Career Fair 2004
September 22, 2004
To be held at Baltimore Convention Center in Linthicum, MD
For more info: www.employmentguide.com

Intelligence Careers Fair
September 23, 2004
To be held at BWI Embassy Suites in Linthicum, MD

For more info: www.intelligencecareers.com

Corporate Gray Job Fair
September 24, 2004
To be held in Washington, DC metro area
For more info: www.corporategray.com

Central Maryland Career Fair
September 24, 2004
To be held at Bowie Baysox Stadium in Bowie, MD
For more info: 301-805-6000

OCTOBER 2004

Baltimore Sun Bi-Annual Career Fair
October 12, 2004
To be held at M&T Bank Stadium in Baltimore, MD
For more info: www.baltimoresun.com/services/newspaper/events/

Shomex Diversity Career Fair
October 19, 2004
To be held in Washington, D.C.
For more info: www.naacpcareerfair.com/Nevent

Corporate Gray Job Fair
October 22, 2004
To be held in Greenbelt, MD
For more info: www.corporategray.com

NOVEMBER 2004

Shomex Diversity Career Fair
November 2, 2004
To be held in Baltimore, MD
For more info: www.naacpcareerfair.com/Nevent

Intelligence Careers
November 18, 2004
To be held at BWI Embassy in Linthicum, MD
For more info: www.intelligencecareers.com

Corporate Gray Job Fair
November 19, 2004
To be held in Washington, DC metro area
For more info: www.corporategray.com

U.S. DEPARTMENT OF STATE VACANCY LISTINGS

A more comprehensive and detailed job announcement web site has become available to family members in their search for government employment. You can now view detailed job descriptions and submit resumes online.

Please visit the OPM web site on the Internet for a complete list of available positions within the Department of State.

- <http://www.usajobs.opm.gov>
 - <http://www.opm.gov/pressrel/2003/BL-USAJOBS.asp>
(press release on new OPM job site)
- <http://www.state.gov/employment/>

Contains International and Bureau of Diplomatic Security Vacancy Announcements

CONSULAR AFFAIRS VACANCY LISTINGS

This site can only be accessed through the Department of State INTRANET web site <http://10.8.40.7/HRD/merits.htm>

*Jobs are updated every Monday. When looking at job announcements, make sure that you look at the “**Area of Consideration**”. Each civil service job announcement has a specific “area of consideration” which defines the applicant pool. EFMs with executive order eligibility qualify as “non-competitive eligibles”. FMAs qualify as “State Department employees”, but also need executive order eligibility in order to be hired quickly*

GOVERNMENT JOB OPENINGS

The jobs that are listed below in the Government Section of this newsletter require that you have non-competitive eligibility
<http://www.state.gov/m/dghr/flo/rsrscs/pubs/2093.htm> If you have a question regarding eligibility please click on the link above or contact our office and speak to our employment specialist 202.647.1076.

FOREIGN SERVICE INSTITUTE

Registrar Office

Administrative Position

PD 6.01.04

There will be a vacancy in the FSI Registrar's Office coming up the first week of May. There will be another vacancy sometime this summer. If anyone with non-competitive eligibility, and ideally also a Secret clearance, is interested, please send a resume to Ms. Alice Murray.

Contact: Alice L. Murray

Registrar, Foreign Service Institute

Web address: <http://fsi.state.gov/admin/reg>

Phone: 703.302.7139

Fax: 703.302.7152

OFFICE OF OVERSEAS SCHOOLS

Bureau of Administration, Near East South Asia and East Asia Division

OMS

PD: 6.1.04

The Office of Overseas Schools in the Bureau of Administration has a secretarial vacancy in the Near East South Asia and East Asia divisions. The secretary is a member of a team, which consists of one Regional Education Officer and one Program Analyst. The candidate should be knowledgeable of Windows 2000, Excel and PowerPoint programs. Please contact Ms. Wanda Lyles, (202) 261-8207 or LylesWM@state.gov

OFFICE OF NORDIC AND BALTIC AFFAIRS

European and Eurasian affairs (EUR)

Program Support Assistant (Office Automation)

PD: 6.1.04

Title: Program Support Assistant (Office Automation)

Office: Office of Nordic and Baltic Affairs, European and Eurasian affairs (EUR)

Grade: GS-303-06/07

Contact: Clarence Morris, EUR/EX/HR

Tel.: (202) 647-4942

Fax: (202) 647-7018

Executive Order 12721 Eligibility required

The incumbent provides program and clerical assistance in the Office of Nordic and Baltic Affairs, Bureau of European and Eurasian Affairs.

Major Duties and Responsibilities

Provides program assistance and office support in information retrieval and records management, generates reports from established office databases, office files and post records and is responsible for maintenance of all office records, including automated and classified records management.

- Reviews and logs incoming office correspondence and cables and forwards them with necessary information to the appropriate officer. Reviews outgoing correspondence, cables and reports for compliance with established office policies, clearances and procedures including editorial, reporting and correspondence standards and regulations of the Department and Bureau.
- Handles routine requests for general information by forwarding established responses and position papers as prescribed by the supervisor.
- Stays abreast of priorities, commitments and activities of the office and staff members to assure that the office and staff meets their deadlines, goals and objectives and informs them of possible conflicts and delinquencies.
- Provides administrative and clerical support in coordinating meetings and conferences within the office, Bureau (including EUR posts) and the Department and with other agencies.
- Receives and makes proper disposition of incoming telephone calls; takes appropriate steps to ensure that necessary action is initiated, and subsequently assures that such action is completed as quickly as possible.
- Coordinates with the Office Director's secretary in maintaining the office files in accordance with Department and Bureau records management policies and procedures.
- Types and edits letters, memoranda, cables, reports and other materials as directed on office word processing equipment; drafts some correspondence under appropriate supervision.
- Prepares and maintains office time and attendance records as necessary.
- May be temporarily detailed to provide assistance to other professional or support staff on an as-needed basis (including Task Forces).
- Performs other duties as assigned.

BUREAU OF POPULATION, REFUGEES & MIGRATION (PRM)

Program Assistant, GS-5/6/7

PD 6.1.04

Title: Program Assistant (2 positions)
Office: PRM
Opening: open until filled
Contact: Evelyn Whitaker
Tel: 202-663-1011
Fax: 202-663-3719
Email: WhitakerEE@state.gov

The Department of State's PRM bureau supports organizations that protect and assist refugees, administers the U.S. refugee admissions program, promotes orderly and humane migration policies worldwide and coordinates USG policy on population issues. Persons interested in humanitarian issues would obtain first-hand experience in PRM.

The Program Assistant is a key team member for the office and is responsible for time and attendance, travel support and clerical functions. Qualified candidates must be able to multi-task and work well under pressure. Prior work experience and excellent computer skills are

desired. Candidates should have non-competitive eligibility, preferably be in INWS or LWOP and have a security clearance.

Interested candidates should contact and/or fax resumes to Evelyn Whitaker, PRM/EX.
Telephone: 202-663-1011; Fax: 202-663-3719; email: WhitakerEE@state.gov

BUREAU OF LEGISLATIVE AFFAIRS (H)
Office Management Specialist (NTE 6 months)
PD: 6.01.04

Grade: GS-09S-09
Title: Office Management Specialist
Office: Office of Deputy Assistant Secretary for Legislative Affairs
Opening: open until filled
Contact: Barbara Thomas, HR Specialist
Tel: 202-647-2642
Email: ThomasBX@State.gov
Clearance Required: Top Secret

Job Description:

The incumbent of this position serves as the secretary and personal assistant to a Deputy Assistant Secretary for Legislative Affairs who is delegated with full responsibility for a major program of this office, the functions of which include the supervision and coordination of all legislative and non-legislative relationships.

The activities directed by the Deputy Assistant Secretary comprise the functions of a primary organizational segment of the Department and include constituent programs which are numerous and complex, requiring extensive coordination and control by the Deputy Assistant Secretary.

-

Utilizing a thorough understanding of the area of responsibility of his/her superior and its relation to the executive structure of the Department and a good working knowledge of the programs carried on in the Office of the Assistant Secretary for Legislative Affairs.

The competent performance of these duties requires that the incumbent work very closely and in complete harmony with the Deputy Assistant Secretary in order that he/she may be fully aware of his/her policies and viewpoints as they relate to current situations and to plan for projected activities.

Typical duties, which are, performed under general direction and which require that he/she deal effectively with high-ranking diplomats of this and other countries, high-ranking officials of the Department and other government agencies, White House officials, and Members of Congress.

1. Receives and make proper disposition of telephone calls coming into the office, referring to the Deputy Assistant Secretary only those which, in his/her judgment, cannot or should not be referred to others or handled by herself.

2. Follows up on important telephone conversations and takes appropriate steps to insure that necessary action is initiated, and follows up to ascertain that such action is completed as quickly as possible and, if necessary, reported to the Deputy Assistant Secretary.
3. Maintains the calendar of the Deputy assistant Secretary, arranging, referring to other officials, or re-scheduling appointments as she deems necessary.
4. Reviews all incoming correspondence and forwards it with necessary information or instructions to the appropriate offices for action or composes replies for her own signature when appropriate.
5. Reviews all outgoing correspondence for compliance with established with policy and the Deputy Assistant Secretary's viewpoints before presenting to her.
6. Serves in a liaison capacity between the Deputy Assistant Secretary and his/her staff and other offices in the Department, assuring that his/her staff is currently informed of his/her plans and commitments and is cognizant of the status of matters under discussion or consideration by his/her and that the activities for which his/her subordinates are responsible.
7. As requested, makes careful and exhaustive searches for information difficult to obtain, compiles data, and makes preliminary analyses.
8. From rough draft, notes or oral instructions, types correspondence, forms, reports, cables into final form.
9. Provides guidance to lower grade clerical employees assigned to the office in connection with her responsibility for the efficient operations of the immediate office of the Deputy Assistant Secretary.

OFFICE OF MEDICAL SERVICES (M/MED/HP)

Health Practitioner Program

Secretary (OA), GS 318-05

PD 6.01.04

Grade: GS-318-05/06/06/08/09 (promotion potential)

Office: M/MED/FP, Foreign Programs

Contact: Sandra Waters

Phone: 202.663.1746

Email: WatersSL@state.gov

Clearance: SECRET clearance is required

GOVERNMENT JOB OPENINGS OPEN TO ALL SOURCES

(OPEN TO ALL US CITIZENS)

Check the website of OPM regularly. You can search by location, Department, profession, and salary range

ADVERTISED THROUGH OFFICE OF PERSONNEL MANAGEMENT (OPM)

www.usajobs.opm.gov

- You can access a copy of the full job opening announcement (including instructions on how to apply) on the internet at www.usajobs.opm.gov, or on the DOS' intranet at: <http://hrweb.hr.state.gov/cf/vacancies/templates/public/vaclist.cfm>

NON-GOVERNMENT JOB OPENINGS AND CONTRACTS

Contract work for FS Family members who are in INWS status & FMA

If family members, who are in INWS (Intermittent No Work Scheduled), accept a (third-party) contract for government work, the family member may be required to resign from the Family Member Appointment.

It would not affect family member's non-competitive appointment eligibility, if this has been earned overseas in an FMA (EOE 12721). When considering accepting contract work, it is advisable to check first with the DOS office of HR/Overseas Employment to find out if this would affect your INWS. Contact FLO with your specific request

FLOAskEmployment@state.gov

EQUATE

Program Associate/Communications Officer

PD 6.01.04

EQUATE is a worldwide USAID task order contract under the WID IQC. This Task Order is led by MSI (www.msiworldwide.com) with Michigan State University as a sub-contractor for a three-year base period with one two-year option. This position is located in Washington, DC.

The objective of the task order is to strengthen the capacity of USAID/Washington and Missions to institute gender-equitable practices and policies in USAID-funded basic education activities as a means of improving children's attainment of a basic education, especially for girls.

Under the Task Order, EQUATE works to achieve results in five principal areas:

- Technical assistance to missions;
- Development of a conceptual framework;
- Documentation and dissemination;
- Training and development of practical analytical tools;
- Monitoring and evaluation.

A. Position Profile

Under the supervision of the EQUATE Team Leader, the Program Associate will be responsible for a) writing and editing reports; b) information management; and c) backstopping training activities. Specifically, the prospective candidate will be required to undertake the following activities:

B. Report Writing and Editing

- ☐ Draft periodic reports and other relevant analysis papers;
- ☐ Write, review, edit, format and oversee the publication of documents (both print and electronic);
- ☐ Produce fact sheets, newsletters and other information resources on themes to be assigned;
- ☐ Serve as a resource to the EQUATE team on clarity in writing and presentation of text; and
- ☐ Conduct research, literature searches and review quantitative and qualitative research reports, as required.

C. Managing Information

- ☐ Develop content, maintain and update materials for the USAID/EGAT/ED webpage;
- ☐ Create and manage list serves;
- ☐ Prepare documents and information for email distribution;
- ☐ Create databases and organize, maintain, and present information for various audiences as required;
- ☐ Assist in dissemination of EQUATE materials and publications; and
- ☐ Manage information and communication projects as assigned.

D. Backstop Training Activities

- ☐ Assist in the organization and preparation of training workshops;
- ☐ Assist in the development of training materials and tools; and
- ☐ Conduct necessary research to plan activities and to prepare training tools.

II. Qualifications

A. Required

- ☐ Graduate-level degree in international development, gender studies, education or other related discipline;
- ☐ Solid understanding of gender issues in the developing world;

- ☐ Excellent communication (writing and editing) skills and demonstrable skill and experience writing for different sources, including print materials, the internet and donors;
- ☐ Excellent research skills;
- ☐ Demonstrable Web design experience (HTML) and the ability to use desktop publishing and web software;
- ☐ Familiarity with the use of ICTs for information collection and dissemination;
- ☐ Proficiency in Microsoft Office software;
- ☐ Microsoft ACCESS database creation and management capabilities.
- ☐ Excellent organizational skills;
- ☐ Demonstrable understanding of adult education and participatory training methodologies;
- ☐ Candidates should be self-motivated, a good team player, and able to work independently.
- ☐ Candidates must be able to work on deadline and be flexible in being able to adapt to changing priorities.

B. Preferred

- ☐ International experience and/or foreign language skills;
- ☐ Familiarity with or experience in education issues;
- ☐ Knowledge of USAID, both the organization and its operations, or that of other development agencies

If interested, please e-mail a cover letter and resume to: **EQUATERecruit@msi-inc.com**

For more information, please refer to: http://www.usaid.gov/our_work/cross-cutting_programs/wid/activities/education_girlswomen_rc.htm

FRIENDS CLUB

Assistant Program Director

Bethesda, MD

PD 6.01.04

Part -Time position (M/T/W/TH) available for organized, energetic and experienced individual to plan, coordinate and facilitate activities program for a social group designed for men with first-to-mid stages Alzheimer's disease. Individual will assist with recruitment, training and overseeing volunteers; maintenance of client files; recruitment and evaluation of new clients; development of special events related to holiday celebrations; maintain ongoing exercise regimen for the members; assist with ordering, preparation and serving of a nutritious lunch to members; and perform various administrative tasks. Computer proficiency (MicroSoft Works, Word & Excel) is required. Please submit your resume along with a cover letter to Gay Lynn Mann at 301-469-0070 or E-mail FriendsClub@verizon.net

CEDPA

Reproductive Health Advisor for Training & Performance Improvement **ANE Regional Specialist**

Bethesda, MD

PD 6.01.04

CEDPA, a nonprofit international organization, is under contract with USAID to provide Technical Advisors in AIDS, Child Survival and Basic Education (TAACS) to USAID offices overseas and in Washington. Mandatory requirements: U.S. citizenship. Failure to state this on the application will render you ineligible for consideration. Selected applicant will be subject to a govt. security investigation and must meet eligibility requirements for access to classified information.

Reproductive Health Advisor for Training & Performance Improvement

Position located in USAID/GH/PRH/SDI. The Advisor will be a key member of the Service Delivery Improvement Division (SDI) in the Office of Population and Reproductive Health. S/he will be responsible for providing strategic programmatic and technical direction to the Human Capacity Development Project (HCDP) and will work in collaboration with the Division's training and performance improvement team; represent the Division at Office, Global Health Bureau, and Agency-wide meetings; collaborate and coordinate w/donors and other agencies on HCD issues; have the opportunity to serve as a country team advisor who will take the lead in coordinating all Washington actions relevant to GH activities in a selected country. She/he will serve as the initial point of contact for the mission and as the mission's advocate in Washington. The Advisor may also serve as an active member of one or more PHN Center working groups and will provide technical leadership and advocacy on important priority topics and issues. For a complete job description and required qualifications and experience, please go to: <http://www.cedpa.org/jobs/taacs/index.html> Send resume/CV and cover letter to: [taacsjobs@cedpa.org]. Please reference where you saw this job listing.

ANE Regional Specialist

Position located in USAID/GH/Office of Regional & Country Support. The Specialist will assume responsibility for providing and coordinating technical and managerial support to USAID missions in a sub-region of Asia and the Near East through the country coordination system that is administered by the Office of Regional and Country Support (RCS). The RCS's main role is to manage Global Health's (GH) regional and country support systems by working closely with the GH Technical Office staff and the regional bureaus. The Office provides PHN technical and logistical support to missions; liaises with regional bureaus; and disseminates critical information to the field. The Specialist will work closely with the Senior Regional Coordinator, other Regional Specialists/Technical Advisors, and a Regional Assistant to coordinate and provide technical and logistical support to missions in the region. This position requires a thorough understanding of how overseas missions operate. Therefore prior experience in the field, specifically in Asia/Near East, is strongly desired. It is expected that the incumbent will have the experience, ability, and desire to work as a team member and collaborate closely with other USAID internal and external partners. The position requires the flexibility and motivation to work creatively and congenially with many diverse personalities and situations. For a complete job description and required qualifications and experience, please go to: <http://www.cedpa.org/jobs/taacs/index.html> Send resume/CV and cover letter to: [taacsjobs@cedpa.org] no later than closing date July 1, 2004. Please reference where you saw this job listing.

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID)/GDA Administrative Assistant (Contract)

PD 6.01.04

GDA : Global Development Alliance
Washington, DC
Starting date: on/about July 26.

MSI (www.msiworldwide.com) an international development consulting firm with over 20 years practice requires an administrative assistant to work on its contract with USAID's GDA: Global Development Alliance Secretariat. Location: Ronald Reagan Building in Washington, DC

The GDA business model is a USAID initiative established to promote strategic alliances with the full spectrum of the private sector in order to leverage greater resources for solving development problems. MSI has a support and technical assistance contract with the GDA Secretariat to assist with their mission. The office environment is fast-paced and high energy. This is an excellent opportunity for anyone wishing to work with USAID and to understand the inner workings of the organization. More information on the GDA business model can be found at www.usaid.gov/gda

Requirements:

Candidates with U.S.G. clearance, either current or less than one year expired and able to be reactivated on short notice, will be given consideration first. Employment is contingent on ability to obtain U.S.G. clearance. Position requires U.S. Government Secret Security Clearance.

Bachelor's degree and minimum two years work experience.

Must have superior organizational and clerical skills, well writing and editing skills; solid computer skills (Microsoft office, especially Excel and PowerPoint).

Experience with USAID a plus.

Needs to live in the Washington, DC area.

A positive disposition on the phone and in-person is important.

The incumbent will work directly with the director of the GDA Secretariat as well as support additional Secretariat office staff. The following are a partial list of duties:

- Information tracking of meetings and schedules;
- Maintaining key documents;
- Travel management;
- Escorting visitors and other office management responsibilities.

The salary is commensurate with experience and salary history.

Please e-mail resume and cover letter to gcritchley@msi-inc.com
Attn: GDA

FOREIGN SERVICE YOUTH FOUNDATION

Foreign Service Teen Community Service Program Director

PD 6.01.04



JobPD community
service.doc

AAFSW GLOBAL LINK

Production Manager

Media Director

PD 6.01.04



AAFSWGLOALLINKF
RODUCTIONMANAGE



AAFSWMEDIADIREC
TOR.doc

POC: Terri Williams, WILLIAMSDL@aol.com or by phone at 703-289-1654.

RAYTHEON COMPANY

Document Scanner & Political/Military/Economic Anapysts

PD 6.01.04

Raytheon Company is recruiting people to work part time **as document scanner operators**. The work will be overseas during anticipated 4-6 week short term assignments. Previous IT experience is preferred, but not required. Specific training on document scanner operations will be provided by Raytheon Company in the Northern Virginia area. Successful applicants can expect long hours at a repetitive task during their overseas assignments. In addition to travel, the scanning teams will be paid competitive salaries and expenses during their assignments. We would anticipate the initial assignment this coming summer and a total of six deployments during the course of a year. All applicants must possess a current TOP SECRET clearance. For further information, please send resumes to Bob Farrand at bob.farrand@raytheon.com

Raytheon Company is recruiting experienced **political/military/economic analysts** and reporting officers for full time positions, primarily in the greater Washington, DC area. Foreign/Civil Service/Military experience as reporting officers, INR analysts, desk officers, and similar assignments would be a plus but is not required. Foreign language skills would also be a positive factor. Raytheon Company offers competitive salaries. All applicants must possess a current TOP SECRET clearance and be willing to undergo additional security processing to include a full scope polygraph. For further information, please send resumes to Bob Farrand at bob.farrand@raytheon.com

C&O RESOURCES

Administrative and Executive Assistant

PD 6.01.04

C&O Resources is a small consulting and business development firm specializing on the Middle East. We are located in Georgetown at 3050 K Street NW, Suite 150, Washington, DC 20007 POC: SLCharles1@aol.com

Responsibilities of Administrative and Executive Assistant

Provide routine secretarial and clerical support to the CEO to include daily news clips, preparing correspondence, faxing, and phone answering. Continuously during the day, the following tasks should be undertaken:

Schedule meetings, and periodically check CEO's schedule to be aware of any appointments and changes to calendar. Provide CEO a copy of daily schedule on 3X5 card each day.

Keep CEO's paperwork distributed, periodically checking printer for CEO's faxes and other documents to be put in her inbox immediately, and circulating contents of her outbox.

Prepare routine correspondence for CEO's signature, copies of selected Arab and Israel news articles, information from the internet and other sources as requested.

Office Schedules

Update weekly annual and sick leave calendar with CEO and staff. Provide CEO with a copy each Wednesday for the following week and/or as the schedule is revised, and to the Senior Counselor. A copy also should be faxed to the Business Manager each Wednesday.

Prepare a weekly calendar of upcoming events office staff will cover for our clients and publications in coordination with Editorial Assistant. Calendar in Admin office should be updated as events are received. Final calendar should be typed and distributed on Fridays.

Office Supplies

Order office supplies, to include kitchen and bathroom, and care for office plants and flowers as required. Related expenses should be coordinated with Business Manager and CEO.

Publications/Mail/Correspondence

Pick up mail before 3:00 pm and take outgoing mail to post office. Arrange for courier, DHL and registered mail service as directed by CEO.

Keep phone listings up to date (within 6 months), specifically the diplomatic list, foreign service officer list, government phone books, and phone lists for

DOD/NESA, State/NEA and PM, and the NSC staff.

Keep an updated mailing list for our clients. Coordinate with Business Manager to update Eid and Christmas card lists. Develop a list of USG officials, Arab diplomats and companies we do business with for Embassy guest lists.

Physical Property

Monitor the condition of office equipment, including furniture and office decor (rugs, blinds, etc.) but excluding computers, and arrange for maintenance, repair, cleaning, and upgrade/replacement as required after consultation with CEO. Ensure kitchen, bathroom and appliances are cleaned, and appliances are turned off after use.

Petty Cash

Keep track of petty cash account; insuring it does not fall below \$50. Provide record of expenditures to Business Manager, coordinating replenishment of account with him.

Publications

Undertake duties in support of the Information /Editorial Assistant as directed by the CEO or Senior Counselor, to include checking websites for news and other information, and proofing and editing C&O publications.

STRATEGIC STAFFING INC

Nationwide Job Assignments

PD 6.01.04

Strategic Staffing, Inc. (SSI) provides long term contract support to both the Federal government and private sector, specializing in clerical, administrative, accounting, technical, and professional fields. SSI offers highly competitive compensation packages that include health insurance and 401(k). SSI has nationwide job assignments. If you are interested, please send your resume for to SSI. You can make an appointment and register to become an employee with SSI. For more information, visit www.ssistaff.com.

Contact: Roxanne James – rjames@ssistaff.com, or
Susan D. Phin – sphin@sstaff.com

Strategic Staffing, Inc.
1420 King Street, suite 500
Alexandria, VA 22314
P: 703-739-8898 X121
F: 703-837-0942
sphin@ssistaff.com

GALT SOLUTIONS, INC

FS Family Member Contract Opportunities

PD 6.01.04

GALT Solutions, Inc. is a management-consulting firm based in Alexandria, Virginia. We have made a commitment to support work opportunities for U.S. Foreign Service family members, tapping their special talents and experiences overseas. We believe that U.S. Foreign Service family members are an untapped resource for U.S. Government and other work overseas. For example, large contracts funded by USAID for development assistance overseas often require consulting services (short or long term) that could be ably provided by U.S. Foreign Service spouses already resident overseas. Enhanced overseas employment opportunities for U.S. Foreign Service family members could benefit not only the Foreign Service families but also the U.S. government and companies employing their services, serving as a "win-win" solution for all.

To that end, GALT Solutions is updating its database for international and Washington, D.C. consultants. Professionals preferably with international experience, are invited to make a difference in the development sector with GALT Solutions by listing in GALT Solution's independent contractor database. GALT Solutions consultants are independent contractors who enjoy the flexibilities of committing only to those contracts that suit their particular geographical and time constraints, and support their professional interests.

Resumes with rate information, and/or inquiries may be directed to:

Yung Mi Choi
GALT Solutions, Inc.
1101 King Street, Suite 570
Alexandria, VA 22314
Direct 703.518.5233
Fax 703.518.5231
ychoi@GALTSolutions.com
www.GALTSolutions.com
Growth. Achievement. Logic. Transformation.

TALES FROM A SMALL PLANET

CEO/Executive Director

PD: 6.1.04

Use your skills to benefit the Foreign Service/Expat Community! Telecommuting Executive/Managerial job available!

Tales from a Small Planet, www.talesmag.com, a non-profit organization that offers support and information to the Foreign Service and English-speaking expatriate communities, is seeking a new CEO/Executive Director. This position, operating under a Board of Directors, oversees the organization's management and development.

Responsibilities include:

- Organizing and implementing a fundraising plan, covering individual donations and organizational grants.
- Planning, selling, and implementing advertising for the website.

- Maintaining financial records and issuing monthly reports and periodic tax filings.
- Supervising three primary staff members (Editor in Chief, Real Post Reports Editor and Webmaster) and helping recruit and coordinate other volunteers.
- Corresponding with organizations and individuals with an interest in supporting the website.

Job requirements:

- Access to a computer and reliable Internet connection.
- Ability to use software such as MS Word, Outlook, Quicken and Excel.
- A strong commitment to the American expatriate / Foreign Service community and the mission of Tales from a Small Planet.
- A creative, self-starter attitude and the desire to work flexibly and independently.
- The ability to work with and coordinate others via e-mail.
- Writing skills sufficient to draft fundraising letters and other promotional materials, with the support of the Editor in Chief.
- Web design and editing skills would be a strong plus, but are not required.

The current incumbent receives a monthly stipend of \$400, which may be subject to adjustment depending upon the candidate's skills and the financial status of the organization.

If you are interested in making a contribution to your communities through this position, please review the organization's mission statement (available on the donations page on the site) and the advertising plan (a link at the bottom of the home page). You may request our business plan for review from Victoria@talesmag.com. Please submit your resumé along with a cover letter describing your interest in Tales from a Small Planet, what you can bring to the organization, and how you could help improve the operational aspects of the organization, with special attention to fundraising.

Resumes should be submitted by June 15 to Victoria Hess at job@talesmag.com. Please also feel free to address any questions concerning the position to Victoria. Please apply even if you are in the process of moving. Adjustments can be made for the right candidate. It is hoped that candidates will be interviewed (by e-mail, chat, or phone, as appropriate), and selected by August 1. The incumbent has agreed to continue to be available to the organization for a suitable transition period.

MANAGEMENT SYSTEMS INTERNATIONAL (MSI)

Director of Finance & Administration

Afghanistan Governance and Legal Reform

PD: 6.1.04

A Director of Finance & Administration is needed for a USAID-funded MSI (www.msiworldwide.com) governance and legal reform project that will directly manage all field-based administrative and financial support functions for this large, complex, project during its last nine months (end date March, 2005).

Responsibilities:

- Provide leadership and management oversight of resource issues in support of project's programmatic goals (including budget planning, preparation, and monitoring);
- Oversee a host-country national support team in coordinating logistics associated with the implementation of project activities as well as maintenance of the Kabul field office and guesthouse (including travel/visa logistics for staff and consultants);
- Serve as the key liaison with local vendors, contractors, and subcontractors in regards to contractual, personnel, and financial issues;
- Serve as the key liaison with MSI headquarters staff in regards to all administrative and financial management issues;
- Oversee bank accounts, funds transfers and payments to vendors, contractors, subcontractors, and project staff.
- Produce monthly financial reports to MSI/Washington as well as any special financial management reports requested by Chief of Party or MSI/Washington.

Qualifications:

- Min. 7 year's international experience in an administrative/financial management capacity;
- Supervisory experience;
- Experience in a developing country – preferably in the Middle East or south Asia
- Ability to work independently with little or no supervision;
- Ability to work effectively in a team context;
- Experience working with USAID or on a USAID-funded project a plus;
- Farsi or Pushto a plus

If interested and qualified, please e-mail a cover letter and resume to: gcritchley@msi-inc.com

THE ACADEMY FOR EDUCATIONAL DEVELOPEMENT**Senior Research Analyst**

PD: 6.1.04

The Academy for Educational Development, USAID Development Information Services Center is seeking a candidate to be responsible for providing timely and thorough research and reference services particularly in the area of political economy to Bureau of Policy and Program Coordination (PPC) staff and development partners in Washington and in the field.

Masters in Int'l Dev, Int'l Econ, Int'l Rel & other related field req'd plus 10 years of relevant exp req'd' min 4 or more years research exp post graduate school; technical assistance & published writing exp in one/several of USAID's program/geographic areas that include: Asia and Near East, Europe, Eurasia, Latin America, Caribbean and Africa; demonstrated team leadership/mentorship exp; knowledge of the organization and operation of USAID; possible international travel.

US Citizenship required; Security clearance check will be performed. Interested applicants should send resume with cover letter referencing position #KN4110nfa to: AED/HR, 1825 Connecticut Avenue, NW, Washington, D.C. 20009; fax: (202) 884-8413 or email: employ@aed.org for additional information, visit our website at <http://www.aed.org>

FREEDOM HOUSE

Program Officer – Cuban Democracy Project

PD: 6.1.04

Freedom House is a nonprofit, nonpartisan organization that promotes liberty and democracy throughout the world. It seeks an engaged U.S. foreign policy; evaluates human rights conditions; sponsors public education campaigns; facilitates training and other assistance to promote democracy and free market reforms; and provides support for the rule of law, free media, and effective local governance.

Freedom House is seeking a Program Officer for its Cuban Democracy Project. The tasks of the Program Officer will include taking the lead on selected program tasks, promoting the Project, researching and analyzing current affairs, assisting the Director in assuming the responsibility of and making decisions for organizational leadership, program design and implementation, financial management, fundraising, public relations, and other duties as assigned.

Additional Qualifications:

The ideal candidate must have knowledge of civil liberties, human rights, and democracy issues in Latin America (specific knowledge of Cuba is a plus); knowledge of AID funding sources and program management; ability to effectively write proposals, reports, procedures, and maintain documentation; ability to read, write, and speak English and Spanish. Bachelor's degree required. Master's degree preferred. International travel required.

How to Apply:

Please submit cover letter, resume, and salary history to:

Shontell Robinson, Human Resources Manager

humanresources@freedomhouse.org

Fax: 202-296-5078

Applications will be accepted until the position is filled. Only candidates who have been selected for an interview will be notified.

Location: DC

Deadline: June 14, 2004

Website: www.freedomhouse.org

THE ISRAEL PROJECT

Office Manager/Executive Assistant

PD: 6.1.04

Pollard, Carol L(Arlington); Murray, Alice L(Arlington); Bethune-King, Eliza; Morris, Clarence; Whitaker, Evelyn E; Thomas, Barbara(H); Waters, Sandra L; Spakauskas, Anthony (NEA)
The Israel Project is seeking a qualified individual to be Office Manager/Executive Assistant for our small nonprofit. The Israel Project is a nonprofit organization that works to ensure an accurate portrayal of Israel in the press in order to increase public support of Israel reduce

anti-Semitism and promotes pride in Israel and the Jewish people. The Israel Project is a fast-paced organization that values our staff and our volunteers.

We are seeking a mature person capable of multitasking responsibilities such as office management, event scheduling, bookkeeping, and familiarity with Quicken software, database management and experience managing payroll and tax issues. Our office is located in downtown Washington, DC. Please send resume and cover letter to TheIsraelProject@aol.com Salary commensurate with experience

COMPANY JOB VACANCY WEB SITES

MAN TECH INTERNATIONAL CORPORATION

Fairfax, VA

<http://www.mantech.com/employment/employment.htm>

OMNIPLEX World Services Corporation

Chantilly, VA

<http://www.omniplex.com>

ESL EMPLOYMENT WEB SITE

<http://www.eslemployment.com>

Search for the latest teaching jobs and career opportunities abroad in the field of ESL / EFL. Web site includes job opportunities by Region!

UNIVERSITY OF MARYLAND AT COLLEGE PARK

The Personnel Services Office is pleased to bring you the Job Vacancy Announcement in electronic format. Click on the link <http://www.personnel.umd.edu/epostinglist/umjobs.pdf> to view the current job openings on campus. In order to open it you will need the Adobe Acrobat Reader. If you do not already have the Adobe Acrobat Reader, click on the link <http://www.personnel.umd.edu/Orgdev/adobeinstruction.html> This will install it on your computer. Once Adobe is loaded, click on the link to the Vacancy Announcement.

MILITARY HIRE

The MilitaryHire Newsletter for October 2003 is now available online at

<http://www.militaryhire.com/newsletter/candidate.htm> It includes an update on the services MilitaryHire offers to military veteran job seekers and information on companies currently hiring veterans.

U.S. INVESTIGATIONS SERVICES

<http://www.usis.com>

DEVELMENT EX

<http://www.developmentex.com> is an excellent source of job information particularly those looking for opportunities in the international development arena. The site allows subscribers to post their resumes for free and provides periodic updates on job announcements.

INTERNATIONAL CAREER EMPLOYMENT WEEKLY

- <http://www.internationaljobs.org>
- Telephone: 434-985-6444
- Weekly newspaper has 500+ job vacancies. Jobs are listed by function - international development and assistance; international understanding, education, communication, exchange; etc. Includes some jobs in U.S
- You can check out some ads for free on the website, but, to see all, you must subscribe. 6 weeks costs \$26, 3 months costs \$46, and so on. Subscription includes e-mail notifications.

INTERNATIONAL EMPLOYMENT GAZETTE

- <http://www.intemployment.com>
- Telephone: 800-882-9188
- Hundreds of international jobs; organized by region with functional sub-headings. A job as Grants/Contracts Officer for IntraHealth International in God's Country (aka North Carolina) caught my eye!
- 26 hard copy newspapers published each year. Cost is \$40 for 3 months, \$75 for 6 months, etc.
- Website updated every business day. Cost is \$19.95 for 1 month, \$39.95 for 3 months, etc.

OPPORTUNITIES IN PUBLIC AFFAIRS

- <http://www.opajobs.com>
- Telephone: 301-571-0102
- Hard copy newsletter published twice monthly. Some vacancies accessible on website for free, but subscription for 200+ vacancies costs \$29 for 2 months, \$49 for 4 months, and \$69 for a year

THE NONPROFIT TIMES

- <http://www.NPTIMES.com> and <http://www.nptjobs.com>
- Fax 973-394-2888
- Subscription to the NPT newspaper (with some job vacancies) is \$65 for 1 year; it is published twice monthly. Free access to the jobs on the website; you can even post your resume on this site.
- **accessjobs.org** - www.accessjobs.org/careerfair.html
- **Baltimore Sun** - www.baltimoresun.com/services/newspaper/events/
- **Corporate Gray** - www.corporategray.com or www.fedjobs.com/chat/jobfairs
- **Diversity Job Fairs** - www.DiversityJobFairs.com or www.naacpcareerfair.com/Nevent
- **Employment Guide** - www.EmploymentGuide.com/browse_jobfairs.html
- **Hire Quest Job Fairs** – www.hirequest.com
- **IT Career Events** - www.it-careernet.com

- **Jobexpo.com** - www.jobexpo.com
- **Nonprofit Career Network** - www.nonprofitcareer.com
- **Tech Expo** - www.techexpousa.com
- **Transition Assistance Online** - www.taonline.com/careerpages/careerfairs.asp
- **Washington Post** - www.washingtonpost.com/careerfairs
- **The Foreign Policy Association** - www.fpa.org

FLO'S EMPLOYMENT RESOURCES WEB SITE

Family members returning to the United States have many employment options.
Here is the FLO web site link to employment information.
Check it out!

<http://www.state.gov/m/dghr/flo/c1959.htm>

- ❑ [Checklist for Washington Area Employment](#)
- ❑ [Employment for Family Members Returning to the United States](#)
- ❑ [Federal Employment](#)
- ❑ [Training for Foreign Service Family Members](#)
- ❑ [Home-based Businesses](#)
- ❑ [Creating a Global Resume/CV](#)
- ❑ [Executive Order Eligibility](#)
- ❑ [How to Prepare your SF-171](#)
- ❑ [Temporary Employment Resources in Washington, DC](#)
- ❑ [Employment Compensation for Family Members on Evacuation Status](#)
- ❑ [Using the Internet to Assist Family Members with a Local Employment Search](#)
- ❑ [Washington Area Career Centers](#)

LOCAL EMPLOYMENT WORKSHOPS

THE WOMENS CENTER

133 Park St., NE
 Vienna, VA 22180
 703-281-2657

www.thewomenscenter.org

The Women's Center is pleased to offer the following Career Services to assist you in your job search. Whether you are seeking employment, changing career paths, re-

entering the job market, or entering it for the very first time, we're here to help you during this important transition <http://www.thewomenscenter.org/Career.htm>

THE MONTGOMERY COUNTY COMMISSION FOR WOMEN'S CENTER

401 North Washington Street

Suite 100

Rockville, MD 20850-1703

PHONE: 240-777-8300

TTY: 301-279-1034

FAX: 301-279-1318

Email: cfw@montgomerycountymd.gov

Web Site:

<http://www.montgomerycountymd.gov/mcgtmpl.asp?url=/content/cfw/index.asp>

The Montgomery County Commission for Women Counseling Center is a Montgomery County government agency located in Rockville, MD. They have a diverse and highly trained professional counseling staff consisting of certified counselors and licensed clinical social workers, as well as other career and mental health counselors. All of the counseling staff has extensive experience working with multi-cultural clients, and several have bilingual capability. The dedicated staff offers an expertise in short-term, solution oriented counseling, and we charge low and affordable fees.

The Montgomery County Commission for Women Counseling Center provides for types of counseling services for adults: personal counseling, career counseling, couples counseling, and displaced homemaker counseling. They also offer a wide range of workshops and seminars. For more information and a schedule of workshops, visit their web site listed above.

TESOL PROGRAM, LSF, AMERICAN UNIVERSITY

Washington, DC 20016-8045

202-885-2582

Email: tesol@american.edu

<http://www.american.edu/tesol>

FOREIGN SERVICE INSTITUTE, TRANSITION CENTER

THE TRANSITION CENTER

NFATC

4000 Arlington Boulevard, Arlington, VA

703-302-7268

Internet <http://www.state.gov/m/fsi/tc/>

Intranet <http://fsi.state.gov/fsi/tc/default.asp>

For information regarding training opportunities at the Foreign Service Institute:

The Fast Train program (long distance learning) fsifastrac@state.gov, Adult Education

Opportunities, and more, click on FLO's Internet web site page [Training for Foreign Service Family Members](http://www.state.gov/m/dghr/flo/12895.htm) <http://www.state.gov/m/dghr/flo/12895.htm>

WORKSHOPS



TC 2004 Spring
Summer Schedule...

CAREER DEVELOPMENT RESOURCE CENTER

Department of State

Room L-321, SA-1; Columbia Plaza
202-663-3042

Intranet: <http://hrweb.hr.state.gov/csp/cdrc/index.html>

Internet: <http://www.state.gov/m/dghr>

The Career Development Resource Center hosts workshops, open to family members, on such topics as: Resume Writing, Addressing Key Ranking Factors, Mentoring, Customer Service, Tips for Applying for Federal Jobs, and other important topics. Please visit our site <http://www.state.gov/m/dghr> for upcoming workshops.

These workshops are open to all employees of the Department of State and Foreign Service Family Members. Reservations are not required. For more information, please call the Career Development Resource Center at (202) 663-3042. **Please call in advance because of security considerations for entering SA-1.**



June 2004
Workshop Ad (Accomp

DISTANCE LANGUAGE AND LEARNING AT THE FOREIGN SERVICE INSTITUTE

The Foreign Service Institute offers language programs at a distance, delivered to your desktop, including:

- [Express Online Familiarization Courses](#)
- [Online Introductory Courses](#)
- [Online Reading Maintenance Courses](#)
- [Out and About Self-Study Programs](#)

For more information please call 703.302.6858 or email Onlinelanguage@state.gov